

**COUNSELOR
ORIENTATION CENTER FOR THE BLIND**

DEPARTMENTAL OPEN, SPOT EXAMINATION: ALBANY

FINAL FILING DATE: MAY 9, 2016

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

EXAMINATION BASE	Applications will be accepted on an open basis only.
WHO SHOULD APPLY	Applicants who meet the Requirements for Admittance to the Examination as stated below.
HOW TO APPLY	<p>Applications (form STD 678) must be received or postmarked no later than the final filing date, May 9, 2016. Faxed or emailed applications will not be accepted. Applications postmarked after the final filing date or personally delivered and/or received via inter-office mail after 5:00 PM on the final filing date will not be accepted for any reason.</p> <p>File by mail or in person at:</p> <p style="text-align: right;">Department of Rehabilitation Selection Services Unit 721 Capitol Mall Sacramento, CA 95814 Attn: Tiffany Chew</p> <p>Applications are available at www.jobs.ca.gov and the local offices of the Employment Development Department and California Department of Human Resources.</p> <p>DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in item #2 of the "Application for Examination." You will be contacted to make specific arrangements.
SALARY RANGE	\$2,769 - \$3,465
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p> <p style="text-align: center;">Minimum Qualifications</p> <p>Education: Equivalent to completion of two years of college, preferably including such courses as psychology, physiology, or mental hygiene. (Two years of experience teaching blind adults may be substituted for not more than two years of the required education on a year-for-year basis.)</p>

**EXAMINATION
PLAN**

This examination consists solely of a supplemental application. The supplemental application will be mailed to each applicant who meets the minimum Requirements for Admittance to the Examination as stated on this announcement. In order to obtain a position on the eligible list, a minimum score of 70% must be received.

Supplemental Application - Weighted 100%

Scope: In addition to evaluating each candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Mental hygiene and guidance principles.
2. Personal and social problems of blind adults.
3. Principles and techniques of group activities for adults.

Ability to:

1. Counsel adults.
 2. Follow directions.
 3. Secure respect and cooperation.
 4. Analyze situations accurately and take effective action.
 5. Keep records and prepare reports.
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**POSITION
DESCRIPTION**

Under general direction and outside of class hours, the Counselor, Orientation Center for the Blind exercises general supervision over a group of visually impaired adult students; counsels and offers guidance to students in their personal problems; at the dormitory, assists students with such program activities as Braille, script writing, typing, and mobility training; arranges medical attention for students when required; arranges and supervises recreational activities in the dormitory; is responsible for students' observance of dormitory rules and regulations; inspects rooms and closets for cleanliness; keeps appropriate records and prepares reports.

Positions exist at the Department of Rehabilitation Orientation Center for the Blind in Albany.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Willingness to live and work in a resident school; genuine interest in working with blind adults; sympathetic understanding of the problems of adults in a special school (blindness is not considered a disabling defect in this class).

**ELIGIBLE LIST
INFORMATION**

A departmental open list will be established for the Department of Rehabilitation. The list will be abolished 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits will not be granted in this examination.

**VETERANS'
PREFERENCE**

Veterans' Preference will be awarded to all successful competitors in this examination who qualify for and have requested Veterans' Preference through the California Department of Human Resources.

GENERAL INFORMATION

To learn more about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination Appointment Process (LEAP), office locations, etc.) log on to website at www.dor.ca.gov.

It is the candidate's responsibility to contact the Department of Rehabilitation's Selection Services Unit in Sacramento at (916) 558-5574 three weeks after the final filing date if he/she has not received a progress notice.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service law and rules and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans' Preference will be awarded in this examination, pursuant to Government Codes 18973.1 and 18973.5, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Form CalHR 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> and the Department of Veterans Affairs.

Department of Rehabilitation
Selection Services Unit
721 Capitol Mall
Sacramento, CA 95814
(916) 558-5545 | TTY: (800) 735-2929

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.